

Information Technology Management Council (ITMC) Meeting February 18, 2000

Attendees:

Bob Pearson	TD
Hugh Richardson	TD
Laura Merchant	IA
Pat Pope	IA
Lee Beller	IA
Paul Christy	US&FCS
Al Betts	US&FCS
Tyler Shields	MAC
Bernie McMahon	OIRM
Rod Smart	OIRM
Alan VanderMallie	OIRM
Frank Jaffe	OIRM

ITA Strategic Information Technology Plan (Plan)

- ! Feedback from ITMC members** - The Council indicated its overall satisfaction with the Plan. In accepting the document, members noted the dual challenge involved in its preparation; i.e., as a “Department driven” publication, the Plan had to address the Department’s concerns, and, at the same time, be meaningful to its ITA audience. In reply to Paul’s asking if the Plan was cast at the appropriate level of specificity, Bernie noted that while “we think so, we can’t be sure until the Department’s response is received.” Additionally, there was support for Bob’s suggestion that the Plan be integrated with ITA’s “big” Strategic Plan.

- ! Additional issues** - Three issues that were not explicitly identified in the Plan were introduced and discussed. Laura and Bob cited the need for more emphasis on IT security; Hugh and Bob brought up potential enhancements/cost savings associated with the Message Processing System (MPS) and the Telecommunications Center (TCC); and Hugh raised the issue of a single Groupware platform for ITA. The last point will be a discussion item at either the March or April ITMC meeting.

Parenthetically, after announcing the establishment of the DOC Electronic Forms Web Site, Alan agreed to investigate the feasibility of making ITA’s forms available there as well.

- ! Responsibilities for action items** - Copies of the draft “IT Management Issues,

Strategies, and Action Plans” were distributed. (Editor’s Note: The electronic version is attached.) The discussion that followed focused on those *actions* having *proposed* ITMC involvement. They included:

1. Conduct the selection process for FY 2002 IT budget initiatives/systems with emphasis on business process improvement as a critical element.
2. Conduct post-implementation reviews for selected systems.
3. Participate in mission planning activities; e.g., Strategic Plan update, GPRA planning.
4. Validate the final IT architecture document.

ITMC FY 2000 Activities

Copies of “Information Technology Management Council Plans for FY 2000” were distributed. (Editor’s Note: The electronic version is attached.) The document highlights the four major themes (plans) guiding the ITMC this year. Most discussed was the Council’s intention to place more emphasis on ITA-wide IT policy, planning, and resource management issues, and less on discussing operational, ITA LAN-specific activities. The remaining three plans call for the Council to: 1) be more involved in the budget/program planning process, 2) be privy to additional information-sharing from Departmental sources, and 3) enjoy an improved “meeting management” environment.

IT Management News

- ! **CIO Affinity Group Reports** - It was agreed that reporting on the activities of these DOC-wide, IT-related groups should be a regular feature at our monthly meetings.
- ! **PKI Survey Response** - Copies of OIRM’s response to the DOC “Electronic Signature/Public Key Infrastructure Survey” were circulated. Reacting to IA’s interest in registering its response, Rod will provide copies of the Department’s guidance to Laura and Pat. (Editor’s Note: Done! Electronic versions were sent immediately following the meeting.)
- ! **Internet Policy Survey** - As part of the “six month” review of DOC’s Internet Policy, the Department surveyed the Operating Units via an electronic questionnaire. Bernie distributed copies of ITA’s answers to the questionnaire, noting that the policy is

“basically O.K.”

Administrivia

- ! The Council agreed to shift its regular meeting schedule to the **first Thursday of each month**.
- ! Members discussed the ITA CIO issue, noting that further developments await receipt of Departmental guidance.

UPCOMING EVENTS

Feb 22-24 **Virtual Government 2000**
RRITC

March 2 **Information Technology Management Council (ITMC) Meeting**
9:00 a.m., Room 4800.

Written by Frank Jaffe. Direct questions/comments to Frank at (202) 482-1491.